

CODIB-D-54  
17 March 1960

UNITED STATES INTELLIGENCE BOARD  
COMMITTEE ON DOCUMENTATION

MEMORANDUM FOR: Committee on Documentation

SUBJECT: Joint System of Indexing Finished Intelligence  
Publications

The attached memorandum from the ACSI representative is  
forwarded for your consideration. It will appear on the agenda  
for the next CODIB meeting.

  
Secretary

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Attachment

HEADQUARTERS  
DEPARTMENT OF THE ARMY  
Office of the Assistant Chief of Staff for Intelligence  
Washington 25, D. C.

ACSI-D

14 March 1960

Mr. Paul Borel  
Chairman, Committee on Documentation  
Assistant Director  
Office of Central Reference  
Central Intelligence Agency  
Washington 25, D. C.

SUBJECT: Dissemination of Library Indexes of Finished Intelligence  
Publications

Dear Paul:

A suggestion to ACSI submitted by G-2, Continental U.S. Army Command (COMARC) is submitted through you for investigation by CODIB. This suggestion concerns development of a joint method by USIB agencies for indexing finished intelligence studies and disseminating copies of these indexes to agencies receiving these studies.

The background is as follows:

25X1  
[redacted] daily. Practically all of them are in the form of [redacted]  
[redacted] To be useful to COMARC users, these documents must  
be reviewed and catalogued. This requires the full-time use of one person  
in COMARC. The results are said to be marginal at best; however, more de-  
tailed indexing would require more man-power than can be allocated. G-2,  
COMARC, therefore, recommends that Army intelligence adapt a central index-  
ing system and disseminate ACSI-produced index cards. This would result  
in considerable man-power savings at all headquarters.

25X1  
Similar situations exist at many military agencies both in ZI and over-  
seas, in military schools and other posts depending primarily [redacted]  
[redacted] There is no doubt that considerable savings of time and man-  
power and avoidance of unnecessary duplicatory efforts would accrue from  
the adoption of a system whereby indexes produced by USIB agencies were  
given a wider dissemination than heretofore. The inclosed copy of a DF  
from Chief, Intelligence Document Branch, OACSI, outlines the factors to  
be reviewed before adoption of any over-all indexing system for dissemina-  
tion to USIB agencies. This DF also poses the problems to OACSI in adopt-  
ing any such system; these problems are probably similar to those of other  
USIB agencies. Problems additional to those stated in the inclosed DF,  
will no doubt appear in the review of this question by CODIB. There is,

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SUBJECT: Dissemination of Library Indexes of Finished Intelligence Publications

for example, the question of establishing a joint format for disseminating these indexes.

It is requested that this subject be reviewed by CODIB from the point of the desirability of establishing a joint system of indexing and disseminating these indexes prepared for finished intelligence publications, and that, if such a system is found desirable, details be worked out for establishing a joint format for these indexes to be disseminated. It is further recommended that this index system be based on the Joint Intelligence Subject Code, soon to be published.

Sincerely,

/s/  
JOHN F. KULLGREN  
Special Assistant  
Deputy ACSI

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DISPOSITION FORM

FILE NO. ACSI-AL

SUBJECT: CONARC Suggestion on Indexing as mentioned in Report of Staff  
Visit to G-2, CONARC (U)

THRU: Chief, Admin Div FROM Chief, Intel Doc Br DATE 12 Feb 60

TO: DPPA

Lt Col Buck/53476/dbb

1. Reference item #6 (U) "There is a need for a central indexing system for Intelligence documents. (Reported by Lt Col Ahlgren)."

2. The following suggestion was discussed by Lt Col Ahlgren, CONARC, with Major Sanders, IDB, OACSI:

25X1 a. That index cards be made an integral part of ACSI produced documents  
[redacted] The originator of the document would index each item in a 3 x 5 space. The page(s) would be perforated and affixed as a part of the document, to be taken out by the user, who would cut the 3 x 5 indexes and put on card stock for indexing and reference.

b. CONARC suggested that all USIB Agencies also use this system.

3. While such a system may be of benefit to users of [redacted] publications, before such a system could be instituted, the following factors must be considered:

a. The basis of any such "over-all" indexing system has to be a common language or common code. At present this does not exist. The "Intelligence Subject Code" to be published in the near future by CIA, if accepted by all members of USIB, could be the basis for such a system.

25X1 b. Additional time required by project researchers (DFI) to index and cross index a [redacted] publication, to be a part of the publication, printed and bound as a separate pull out sheet, to then be cut into 3 x 5 size by the recipient, can only be measured by experience factors.

c. After agreement on a "universal" code, recipients could be furnished a duplicate deck of index cards as made and used by IDB. This would of necessity be some time after the dissemination of the original document and would not entirely serve the purpose intended in the CONAR original suggestion, i.e., to decrease recipients' work load.

d. Additional time required to collate index cards after an additional run off by Publication & Service Branch, plus additional time in Mail and Records Branch to actually ship, would add several man hours to an already over-extended OACSI work load.

ACSI-AL

12 Feb 60

SUBJECT: CONARC Suggestion on Indexing as mentioned in  
Report of Staff Visit to G-2, CONARC (U)

4. It is recommended that this system be studied in more detail in  
OACSI and in USIB if and when a common language (code) becomes a reality.

[Redacted Signature]

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Chief, Intelligence Document Branch

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